



**Minutes of an Ordinary Meeting of the Parish Council held on  
Tuesday 11<sup>th</sup> February 2025 at 7pm at  
Monkston Community Centre, St Bartholomews, Monkston, MK10 9FJ**

**Members present:** Cllr A Patel (Chair), Cllr A Wong, Cllr M Hippey, Cllr D Hippey, Cllr V Chandra, Cllr T Boungou-Pouaty, Cllr L Veignal

**In attendance:** Ward Councillor Dr Duncan Banks and five members of the public

**Clerk:** R Fuller

Minute ref	Item	Vote						
	The Chair opened the meeting with a statement on the respective roles of the Chair, Councillors, and Clerk, and reiterated the standard of behaviour that was expected in meetings. The Chair asked Members to work together to ensure the meeting was productive, respectful, and conducted in the best interests of the community.							
<b>FC 196/24</b>	<b>APOLOGIES FOR ABSENCE</b>							
	None received – all Members were present.							
<b>FC 197/24</b>	<b>DECLARATIONS OF INTEREST</b>							
	<p>Cllr D Hippey declared an interest in agenda item FC 203/24 – finance and accounts - item b), as one of the payments made under delegated powers related to a company in which he has an interest.</p> <p>Cllr D Hippey declared an interest in agenda item FC 211/24 – planning &amp; licensing – application reference: PLN/2025/0175. Cllr Hippey explained that he has no pecuniary interest in the matter but is acquainted with the architect and had discussed the application with him. He would therefore take no part in the debate or vote but would remain in the room.</p> <p>Cllr M Hippey declared an interest in agenda item FC 203/24 – finance and accounts - item b), as one of the payments made under delegated powers related to a company in which she has an interest.</p> <p>Cllr Veignal declared an interest in agenda item FC 214/24 – fitness classes – as both he and his wife are participants in the classes.</p>							
<b>FC 198/24</b>	<b>APPROVAL OF MINUTES</b>							
	<p>A recorded vote was requested:</p> <p><b>For</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Cllr T Boungou-Pouaty</td> <td style="width: 50%;">Cllr A Patel</td> </tr> <tr> <td>Cllr D Hippey</td> <td>Cllr L Veignal</td> </tr> <tr> <td>Cllr M Hippey</td> <td>Cllr A Wong</td> </tr> </table>	Cllr T Boungou-Pouaty	Cllr A Patel	Cllr D Hippey	Cllr L Veignal	Cllr M Hippey	Cllr A Wong	
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Cllr D Hippey	Cllr L Veignal							
Cllr M Hippey	Cllr A Wong							

	<p><b>Against</b></p> <p>Cllr V Chandra</p> <p>IT WAS RESOLVED that Council approve the minutes of the Full Council meeting held on Thursday 14<sup>th</sup> January 2025 as a true and accurate record, and that they be signed by the Chair.</p>	<p>Proposed: MH Seconded: DH Six in favour, one against</p>
<b>FC 199/24</b>	<b>PUBLIC PARTICIPATION</b>	
<b>i.</b>	<b>Monkston Community Centre</b>	
	A resident was concerned to have read a notice in a local newspaper concerning MKCC's disposal of Monkston Community Centre and the associated playing fields. She was seeking clarification from the Parish Council about what this meant and was assured by the Chair that the community centre and associated land was being transferred to the Parish Council by MKCC to continue to be used as community assets.	
<b>ii.</b>	<b>Milton Keynes City Council</b>	
	City Councillor Dr Duncan Banks addressed the meeting and referred to local issues including the graffiti mentioned in Cllr D Hippey's report, and the situation with reporting potholes and monitoring repairs.	
<b>iii.</b>	<b>Antisocial Behaviour</b>	
	A resident reported that there had been an incident a few nights before at the Monkston play area which she had reported to the police.	
<b>FC 200/24</b>	<b>COUNCILLOR AND CLERK REPORTS</b>	
	IT WAS RESOLVED to note the reports from the Clerk, City Councillors, and Councillors D and M Hippey.	<p>Proposed: DH Seconded: MH Agreed unanimously</p>
<b>FC 201/24</b>	<b>COUNCIL RESOLUTIONS LOG</b>	
	IT WAS RESOLVED to note the Council resolutions log.	<p>Proposed: DH Seconded: MH Agreed unanimously</p>
<b>FC 202/24</b>	<b>CORRESPONDENCE RECEIVED</b>	
	<p>The correspondence received was noted:</p> <ul style="list-style-type: none"> <li>• MKCC. Emergency planning briefs. (Emailed: Members)</li> <li>• MKCC. Councillor newsletters. (Emailed: Members)</li> <li>• MKCC. Community governance review. (Emailed: Members).</li> <li>• MKCC. PSA testing. (Emailed: Members).</li> <li>• MKCC. Road closures. (Emailed: Members).</li> <li>• MKCC: Thames Valley Police update. (Emailed: Members).</li> <li>• MKCC: Speedwatch newsletter. (Emailed: Members).</li> <li>• MKALC: Older Persons Forum on Housing. (Emailed: Members).</li> <li>• National Highways. A421 roadworks update. (Emailed: Members)</li> <li>• Lime. Update regarding the addition of Lime scooters. (Emailed: Members).</li> <li>• Office of the Police &amp; Crime Commissioner. January newsletter. (Emailed: Members)</li> <li>• NALC. E-newsletters, including events newsletters. (Emailed: Members)</li> <li>• BMKALC. Training newsletter. (Emailed: Members)</li> </ul>	

	<ul style="list-style-type: none"> <li>• MKCAN. E-newsletters. (Emailed: Members)</li> <li>• MK Community Foundation. January newsletter. (Emailed: Members)</li> <li>• The Parks Trust. February newsletter. (Emailed: Members)</li> </ul>																																																																												
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<b>a)</b>	<b>Invoices for payment</b>																																																																												
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	<i>All invoices are available at the meeting for inspection. A list of invoices is signed by a Councillor at each meeting. Invoices and bank reconciliations are checked</i>																																																																												

	<i>and signed by a Councillor. Payments are made by the Clerk, and two Councillors log in and approve the payments.</i>					
<b>b)</b>	<b>Payments made by the Clerk using delegated powers</b>					
	IT WAS RESOLVED to note the payments made by the Clerk between meetings using delegated powers:				Proposed: LV Seconded: VC Agreed unanimously	
	<b>Payee</b>	<b>Invoice No</b>	<b>Amount</b>	<b>Description</b>		<b>Power to pay</b>
	Shurgard UK	2405803579	£138.46	Storage unit rent 07.02.25 – 06.03.25		LG Act 1972 s133
	Browns Tree Solutions Ltd	5339	£300.00	Monkston Park allotments tree pruning		Smallholdings and Allotments Act 1908 ss 23, 26 & 42
	HMRC		£62.78	PAYE & NI liabilities Dec 24		LG Act 1972 s112
	Officers	N/A	£5,430.04	Salaries Jan 25		LG Act 1972 s112
	Bucks Pension Fund	N/A	£2,098.06	Pension liabilities Jan 25		LG Act 1972 s112
	Hippey Accounting Services Ltd	INV-21974	£52.77	Monthly payroll services		LG Act 1972 s112
	SLCC	QL206491-1	£36.00	SLCC training		LG Act 1972 s111
	SLCC	MEM253027-1	£13.75	SLCC membership		LG Act 1972 s143
	Geoffrey Leaver Solicitors LLP	038474.0005	£600.00	Payment on account for costs & disbursements associated with the transfer of Monkston Community Centre		LG Act 1972 s111
	J. Willey	N/A	£11.80	Allotment deposit refund		Smallholdings and Allotments Act 1908 ss 28
	Prestige Plumbing and Gas	372	£125.00	Repair to allotment water trough		Smallholdings and Allotments Act 1908 ss 23, 26 & 42
	KEE IT	10102	£30.00	Return delivery of laptop		LG Act 1972 s111
	Monkston Community Centre	INV46	£190.00	Room hire for the Annual Parish Meeting		LG Act 1972 s150

<b>c)</b>	<b>Income received</b>					
	IT WAS RESOLVED to note the income received:				Proposed: LV Seconded: VC Agreed unanimously	
	<b>Source</b>	<b>Bank account</b>	<b>Amount</b>	<b>Description</b>		
	JANUARY 2025					
	HMRC	Current Account	£7,048.50	VAT reclaim		
	Allotment tenants	Allotment Account	£1,883.90	Allotment rent & deposits		
<b>d)</b>	<b>Direct debit / standing order payments</b>					
	IT WAS RESOLVED to note the direct debit / standing order payments made in January 2025:				Proposed: LV Seconded: VC Agreed unanimously	
	<b>Payee</b>	<b>Payment type</b>	<b>Amount</b>	<b>Description</b>		<b>Power to pay</b>
	Unity Trust Bank	SO	£11.40	Service charge		LG Act 1972 s111
	Unity Trust Bank	SO	£0.02	Debit interest		LG Act 1972 s111
	Anglian Water (Wave)	DD	£13.69	Allotment water		Smallholdings and Allotments Act 1908 ss 23, 26 & 42
	EE	DD	£40.80	Mobile phone contracts		LG Act 1972 s111
<b>e)</b>	<b>Internal transfers</b>					
	IT WAS RESOLVED to note the internal transfers made:				Proposed: LV Seconded: VC Agreed unanimously	
	<b>From</b>	<b>To</b>	<b>Amount</b>	<b>Date</b>		
	Deposit Account	Current Account	£6,000.00	24.01.25		
	Allotment Account	Current Account	£2,000.00	24.01.25		
<b>f)</b>	<b>Bank balances</b>					
	IT WAS RESOLVED to note the bank balances as of 31.01.25:				Proposed: LV Seconded: VC Agreed unanimously	
	1) Allotment account. £1,796.74					
	2) Instant access deposit account. £175,209.71					
	3) Current account £1,942.12					
	4) Cambridge Building Society. £22,343.61					
	5) Cambridge & Counties Savings. £88,705.66					
<b>FC 204/24</b>	<b>APPOINTMENT OF INTERNAL AUDITOR</b>					
	IT WAS RESOLVED to appoint Joanna Simmonds to undertake the Council's internal audit at a cost of £200.00.				Proposed: MH Seconded: LV Agreed unanimously	
<b>FC 205/24</b>	<b>2026/27 ALLOTMENT RENT CHARGES</b>					
	IT WAS RESOLVED to consult allotment tenants on a proposed rent increase of 3% plus rounding taking annual rents to £30.00 for an A plot, £60.00 for a B plot, and £90.00 for a C plot from 1 April 2026.				Proposed: DH Seconded: MH Agreed unanimously	
<b>FC 206/24</b>	<b>MILTON KEYNES PLAY ASSOCIATION 2025 EVENTS</b>					
	IT WAS RESOLVED to deliver three play sessions during Easter and nine sessions during summer with the final arrangements, dates, and				Proposed: MH Seconded: LV	

	times to be confirmed by the Clerk.	Agreed unanimously
<b>FC 207/24</b>	<b>CO-OPTION OF MEMBER(S)</b>	
	Mr Stephen Fisk was invited to address the meeting and spoke in support of his application for co-option.  IT WAS RESOLVED that Stephen Fisk be co-opted as a Member of the Council representing Monkston and Kingston ward.	Proposed: AP Seconded: MH Agreed unanimously
<b>FC 208/24</b>	<b>GOVERNANCE REVIEW</b>	
<b>a)</b>	<b>Standing Orders</b>	
	A lengthy debate ensued on the draft Standing Orders followed by a proposal that the draft document be accepted. An indicative vote was taken with the majority of Members in favour. Another proposal was made to change Standing Orders 13e and 13g back to the wording within the Council's previously adopted Standing Orders. Whereupon,  IT WAS RESOLVED that the draft Standing Orders be adopted subject to amending the wording of Standing Orders 13e and 13g to match the previously adopted version.	Proposed: VC Seconded: TBP Four in favour, one against, and two abstentions
<b>b)</b>	<b>Governance Review Scope</b>	
	IT WAS RESOLVED to approve the proposed scope and methodology of the governance review as detailed in the accompanying report.	Proposed: DH Seconded: MH Agreed unanimously
<b>FC 209/24</b>	<b>MKCC 2025 COMMUNITY GOVERNANCE REVIEW</b>	
	A discussion took place on the Council's current governance.  A Member was warned by the Chair that his language and conduct was inappropriate and to moderate his behaviour.  IT WAS RESOLVED that the Clerk should respond to MKCC confirming that the Council supported the status quo and did not wish to see any changes to its governance arrangements.	Proposed: DH Seconded: LV Agreed unanimously
<b>FC 210/24</b>	<b>TRAINING</b>	
	IT WAS RESOLVED to arrange Code of Conduct training with MKCC and for equalities training to be organised.  It was noted that Cllr D Hippey had been booked onto the BALC Planning Framework training on 24 April by the Clerk, using delegated powers, at a cost of £50.00.	Proposed: MH Seconded: VC Agreed unanimously
<b>FC 211/24</b>	<b>PLANNING &amp; LICENSING</b>	
	IT WAS RESOLVED to respond to MKCC with no objections to planning application PLN/2025/0175 - Erection of a single storey extension to the rear of the property, including associated alterations at 13 Aylesford Grove, Monkston, Milton Keynes, MK10 9JE.	Proposed: MH Seconded: VC Six in favour, one abstention
<b>FC 212/24</b>	<b>ANNUAL PARISH MEETING</b>	
	IT WAS RESOLVED to delegate arrangements for the Annual Parish Meeting to the Clerk.	Proposed: MH Seconded: AP Agreed unanimously

<b>FC 213/24</b>	<b>MONKSTON COMMUNITY CENTRE ASSET TRANSFER</b>	
	<p>IT WAS RESOLVED to note that in accordance with minute reference FC 168/24, Geoffrey Leaver Solicitors have been appointed to act for the Council in the matter of the transfer of Monkston Community Centre.</p> <p>IT WAS RESOLVED to authorise the Clerk to seek prospective quotes for grounds maintenance and any other potential necessary works associated with Monkston Community Centre and Monkston Green.</p> <p>IT WAS RESOLVED to appoint Kirkby Diamond to carry out a building survey of Monkston Community Centre to include a specialised review of the mechanical and electrical installations at a total cost of £5,225 + VAT.</p>	<p>Proposed: DH Seconded: MH Agreed unanimously</p> <p>Proposed: DH Seconded: MH Agreed unanimously</p> <p>Proposed: AP Seconded: DH Agreed unanimously</p>
<b>FC 214/24</b>	<b>FITNESS CLASSES</b>	
	<p>During the discussion, it was suggested that the provisions concerning data protection within the updated agreement with the fitness class instructor should be amended to restate the Council's role in compliance with relevant obligations. The Clerk advised that he did not think this necessary and that such changes would unduly delay the signing of the agreement.</p> <p>A Member was asked to stop shouting and was again warned by the Chair that his language towards the Clerk and his ongoing conduct was inappropriate. The Chair along with other Members asked the Member in question to moderate his behaviour.</p> <p><i>At this point, Members agreed to suspend Standing Order 3x to enable the meeting to continue beyond the two hour limit to conclude the remaining business.</i></p> <p>Discussion returned to delegating the final wording of the agreement with the fitness class instructor to the Clerk, but a Member further disrupted the meeting and was again advised that his conduct was inappropriate.</p> <p>IT WAS RESOLVED to receive the report of the Fitness Class Working Group.</p> <p>IT WAS RESOLVED that the second fitness class will take place at Monkston Primary School on Wednesday evenings between 6.30pm and 7.30pm from 5 March 2025 to 31 July 2025 during term time only and subject to availability of the venue.</p> <p>IT WAS RESOLVED to approve the updated agreement with the fitness class instructor and to delegate the final wording to the Clerk to enable changes to be made to share data protection responsibilities between the Council and the instructor. The agreement to be signed at a later date.</p>	<p>Proposed: LV Seconded: VC Agreed unanimously</p> <p>Proposed: LV Seconded: VC Agreed unanimously</p> <p>Proposed: LV Seconded: VC Agreed unanimously</p>
<b>FC 215/24</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>	
	<p>IT WAS RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as extended by s100 of the Local Government Act 1972, and by reason of the confidential nature of the business to be discussed, that the press and public be excluded from the meeting.</p>	<p>Proposed: AP Agreed unanimously</p>

<b>FC 216/24</b>	<b>MONKSTON COMMUNITY CENTRE ASSET TRANSFER</b>	
	IT WAS RESOLVED to approve the draft Heads of Terms between Milton Keynes City Council and the Parish Council for the transfer of Monkston Community Centre.	Proposed: DH Seconded: TBP Agreed unanimously
	IT WAS RESOLVED that the direction of the draft business plan (V1.0) be used as the Council's agreed position in ongoing discussions, and that all Members provide input to enable the continued development of the business plan.	Proposed: VC Seconded: LV Agreed unanimously
<b>FC 217/24</b>	<b>STAFFING MATTERS</b>	
	By way of a detailed report, Members considered a confidential matter concerning staff pay scales and contractual conditions.	
	IT WAS RESOLVED to approve the recommendations detailed in the accompanying confidential report for this item.	Proposed: MH Seconded: LV Agreed unanimously
<b>FC 218/24</b>	<b>READMITTANCE OF THE PRESS AND PUBLIC</b>	
	IT WAS RESOLVED that the confidential business having been concluded, the press and public be readmitted to the meeting.	Proposed: AP Agreed unanimously
<b>FC 219/24</b>	<b>DATE OF NEXT MEETING</b>	
	It was noted that the date of the next Ordinary Council meeting is Tuesday 11th March 2025.	

The meeting closed at 9.19pm.

Signed: ..... Date: .....  
Chair